

Minimum Qualification Specifications
for the Class:

ARCHIVES ADMINISTRATOR

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree and a minimum of eighteen (18) semester credit hours in one or a combination of the following: history, political science, law, or public administration.

Excess work experience as described as described under the Specialized Experience, below, or any other responsible administrative, professional, technical, or analytical work experience in the fields of history, political science, law, or public administration and related fields dealing with public institutions and organizations may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had experience of the kind and quality described in the statements below and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Administrative Aptitude	Total Experience (years)
Archives Administrator	3-1/2	3	**	6-1/2

Specialized Experience: Progressively responsible experience in one or a combination of the fields described below:

- A. Professional archival work experience dealing with non-current public records, documents, and historical records. Examples of qualifying archival work experience include, records appraisal; development of

guides and finding aids for public records; planning and/or supervising documentary publication programs involving archival materials; planning the protection of records from physical damage or planning and supervising rehabilitation measures for those damages; and assessing records and planning their placement to facilitate reference services.

- B. Professional library work experience maintaining an efficient reference service dealing with the fields of history, government documents and records, political science, public administration, or law.
- C. Progressively responsible experience formulating, installing, revising, or supervising a system of governmental records management. Governmental records management is concerned with the efficient and economical development of active records to meet the current operating needs of a governmental agency or organization. Examples of duties in this field are: Analyzing records to determine their current and long-term value from the standpoint of agency needs and operations; developing and implementing policies, procedures, methods and schedules for the systematic retention, transfer, and disposal of records; developing methods and systems for identifying records to be preserved because of their permanent value; and scheduling the transferral of non-current records for archival custody.

Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: Administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

**Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and

evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

- A. A master's degree from an accredited college or university with major study in history, political science, or public administration may be substituted for one (1) year of Specialized Experience.
- B. Possession of a degree from a school of law accredited by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for one (1) year of Specialized Experience.
- C. A master's degree or fifth-year certificate or bachelor's degree from an accredited college or university in library science may be substituted for one (1) year of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class ARCHIVIST ADMINISTRATOR which were approved on July 19, 1982.

DATE APPROVED: 2/8/16

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for JAMES K. NISHIMOTO, Director
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